

Concept of Operations

DAG Executive Summary of Phase 2

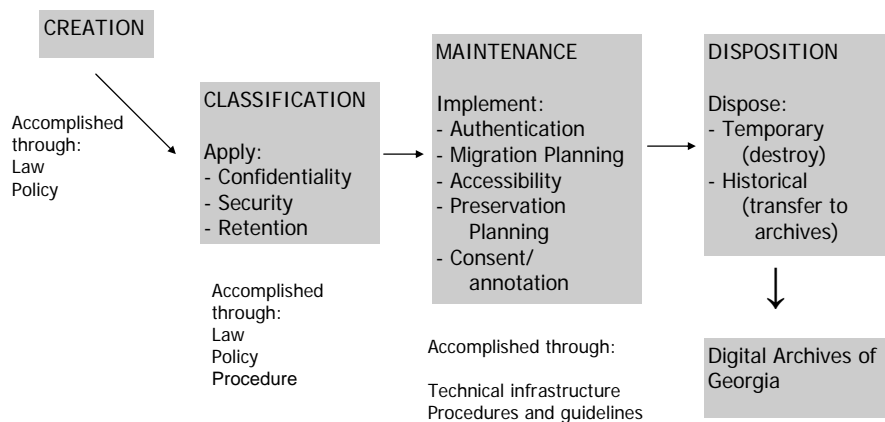
Setting the Stage

A concept of operations (ConOps) document was created as a guideline for developing the Digital Archives of Georgia (DAG). A ConOps document is the IEEE standard for describing the high level user requirements of a software-intensive system. This document concentrates on WHAT the system capabilities and requirements are not HOW the system will be implemented. Based on the Open Archival Information System (OAIS) model, the DAG will be a rules-based, policy driven system capable of being configured to meet the needs of users. The ConOps is a reference model driven approach containing functional as well as user models. The ConOps document is currently available as a final draft on the DAG web page.

Background

The DAG will be the preservation module of an information lifecycle management program that will transform the state of Georgia into a leading content management state. This program is visually represented in the below diagram. The DAG will be system and policy neutral such that it can support changes resulting from technology, policy or customer needs. The system will be modular and adaptable.

Visual Model of Information Lifecycle Management

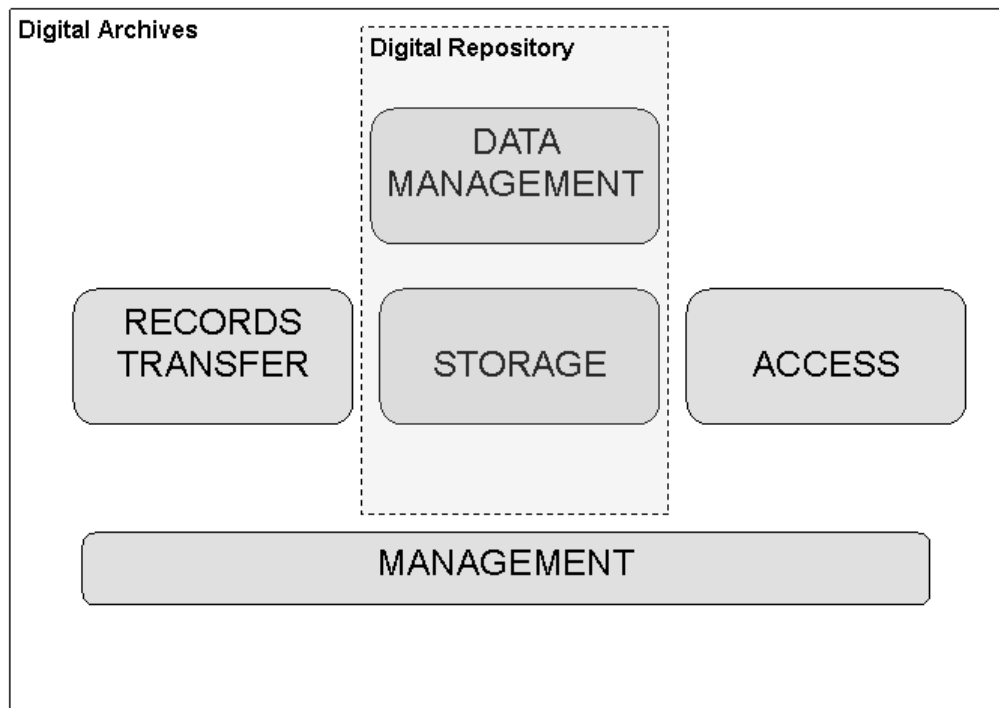


Conceptual Overview

The DAG will include various operational functions and processes for managing and accessing permanent digital objects and their associated metadata configured into three distinct storage components:

- Workspace component for temporary housing of objects during the records transfer process;
- Preservation component, aka the Digital Repository, for the long-term permanent storage and management of digital objects; and,
- Access component for temporary housing of records during use.

Each component of the DAG is physically separate from the other, secured via firewalls and access restrictions. Underlying these three storage components are the administrative functions for managing the DAG.



The digital object is the primary unit of the DAG. Digital objects may include transferred content, converted legacy documents, and harvested materials.

Transferred content is defined as permanent digital records that are submitted to the Georgia Archives by a government agency. The transferred content will include the digital object received from the agency as well as corresponding agency processing information (agency number, authorized individual, reference information, etc) and additional metadata.

Converted content is digital content created from a tangible product, such as a paper document. While scanning is one method of conversion, there may be other means by which content is converted, such as by manual text encoding. Other formats of non-text based content include analog audio and video. Specifications will be developed on a case-by-case basis for the creation of these files.

Harvested content is content that is gathered from state agency web sites.

The Archives is establishing best practices, standards, and templates for capturing permanent digital content, including the identification of required metadata, development of document templates, and establishment of standard work flow and business rules. These efforts are directed towards the creation of archives-ready records that meet the requirements of digital preservation from creation.